

Appendix J
Employee Training Guidance

The following guidance may be used to develop and implement a development construction employee training program:

- Identify all appropriate departments and employees who should receive training. Appropriate departments and employees are those involved in administration, inspection, and enforcement of building and grading permits.
- Develop a training program that describes general storm water program requirements and that establishes the relationship between construction site activities and conditions and the potential for storm water pollution or non-storm water discharges to the storm drain system and the associated impacts on receiving waters.
- Include in the training program a discussion of the minimum requirements for development construction projects and how to determine during an inspection if construction sites are meeting the minimum requirements.
- Present guidance on the selection of appropriate BMPs for both erosion and sediment control and non-storm water management. Include examples or case studies to illustrate proper BMP selection and implementation for construction sites.
- Review the content and format of a Local SWPPP and WVECP.
- Provide employees with handouts, checklists, manuals or other resources that can be used later for reference. Reference sources can include material from this Model Program, the training program developed by the Los Angeles County Department of Public Works, the California Best Management Practices Handbook, and the California Department of Transportation Storm Water Quality Handbooks.
- Refer to Implementation by Target Audience, Development Construction employees for a description of activities, training materials, etc.